

BUILDING OFFICIAL

FLSA Code: E

Job Code: 3160

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and responsible administrative work in overseeing the inspection of all phases of building plans and construction; does related work as required. Work is performed under the general supervision of the City Engineer. Supervision is exercised over assigned personnel.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and hazards.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performing building inspections; issuing certificates of occupancy; ensuring compliance with codes and policies; preparing and maintaining appropriate records and files.

Performs field inspections and reinspections of residential, commercial, industrial and public facilities for compliance with building, plumbing, electrical and mechanical codes;

Performs plans review to ensure permit compliance;

Receives complaints in regard to defective construction and handles enforcement problems;

Inspects existing buildings for hazardous conditions, structural failures or improper uses;

Issues warnings and stop-work order if necessary to areas where construction is not being made in compliance with regulations as to methods and/or materials;

Answers questions from private citizens, contractors and builders concerning code compliance issues;

Conducts final inspections and issues certificates of occupancy;

Writes deficiency reports on inspections made; makes safety inspections of damaged structures;

Schedules inspections daily to maximize use of time;

Inspects structures for safety damaged by fire, storm, burst pipes or explosion;

Performs office assistance tasks as required;

Testifies in court on code violation cases;

Makes reports and keeps records regarding inspections;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from college with degree in Engineering or related field and licensed by the Commonwealth of Virginia as a Building Official and extensive experience in the building construction trade; thorough knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected, of State building and related codes and laws and ordinances; demonstrated ability to detect poor workmanship, inferior materials, and hazards of fire and collapse, read and interpret plans, specifications and blueprints accurately and to compare them with construction in progress, to contact building owners, contractors and the public and effect satisfactory working relationships; demonstrated firmness and tact in enforcing building ordinances and codes. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.